

SAN JOSÉ STATE UNIVERSITY | COLLEGE OF PROFESSIONAL AND GLOBAL EDUCATION

Payroll Voucher For: Summer Intersession

Department / College: Send completed form to cies-voucher@sjsu.edu

Payroll: Route all checks to CPGE (0135)

If you have any questions regarding this voucher, please contact Aparna Kanungo at 408-924-2691

The following information should be completed (typed) by department/ college initiating the pay voucher.

Date		
Employee Name		
Employee ID #		
Dept/College		List department and/or college name, whatever is pertinent to your
Program		List CPGE program name
Position #		List CPGE position number
Class Code	2357	Summer Intersession pays on jobcode 2357
Course Prefix		List course prefix. (example: AE 250)
Course Title		List course title
Course Dates		List course start date and end date (use format- mm/dd/yy - mm/dd/yy)
PeopleSoft Course #		Fill in appropriate PeopleSoft course number
Academic Term and Year		Summer 20XX
Fund #		Update with the department/college's CPGE Trust CERF fund number.
Dept ID #		Fill in appropriate department id number (DeptID on CPGE position list
Account #	601803	Summer Intersession faculty account number will always be #601803
Employee Rank		List one of the following: 2= Lecturer (also referred to as LA or instructor), 3= Assistant Professor (also referred to as LB), 4=Associate Professor (also referred to as LC), or 5=Professor (also referred to as LD)
Annual 1.0 Salary		Input Full-time annual 1.0 salary
Number of WTUs		Input number of weighted teaching units (WTUs)
FTE/F		Calculate FTEF (WTU/15) - DO NOT OVERRIDE FORMULA
Total Salary		(Annual Salary/30)*WTU- DO NOT OVERRIDE FORMULA
Per Unit Rate		Total Salary/WTUs [FOR PAYROLL USE; DO NOT OVERRIDE FORMULA]

Department Chair or Program Director

Date

College Dean or Designee

Date

For CPGE Use Only:

CPGE Signature & Date

Date Form Submitted to Payroll with copy sent to college: